



HEADQUARTERS
NATIONAL CAPITAL WING - CIVIL AIR PATROL
United States Air Force Auxiliary
200 McChord Ave, Suite 122, Bolling AFB DC 20332-5000

7 June 2005

MEMORANDUM FOR UNIT COMMANDERS

FROM: NATIONAL CAPITAL WING/CC

SUBJECT: 2005 Wing Compliance Assessment Program Implementation Plan

References: (a) CAPR 123-3, *Civil Air Patrol Compliance Assessment Program*, 21 August 2004

(b) CAP *Subordinate Unit Inspection Guide*, 15 March 2004

1. The requirements for a wing-level subordinate unit inspection program were changed drastically with the publication of reference (a) above.

a. Each CAP wing must establish an inspection program for its subordinate units modeled after the wing inspection program outlined in the regulation. While we do have some leeway in administering the inspection program, it nonetheless imposes additional administrative burdens on both the inspected units and the wing headquarters in preparing, responding to, monitoring, and closing out reports.

b. The wing must inspect every unit on an approximate 24 month cycle, which cannot exceed 27 months without relatively draconian sanctions on the unit. All but one of our units must be inspected in 2005. This table summarizes the inspection status of our units.

| Unit | Date Last Inspected | 24 Months | 27 Months | Proposed Inspection Date |
|-----------------------|---------------------|-----------|-----------|--------------------------|
| Arlington | 20-Aug-02 | Aug 04 | Nov 04 | Aug 05 |
| Wheaton-Silver Spring | 11-Feb-03 | Feb 05 | May 05 | Sep 05 |
| Mt Vernon | 4-Mar-03 | Mar 05 | Jun 05 | Oct 05 |
| Fairfax | 25-Mar-03 | Mar 05 | Jun 05 | Nov 05 |
| Andrews | 24-Jun-04 | Jun 06 | Sep 06 | Feb 06 |
| Challenger | 29-Jul-03 | Jul 05 | Oct 05 | Dec 05 |
| Tuskegee | 15-Jul-03 | Jul 05 | Oct 05 | Jan 06 |

c. The wing must use reference (b) to conduct the inspection. While the wing may add items to the guide, all applicable tabs and items must be evaluated before the inspection can be deemed complete. This is, unfortunately, a difficult to understand and interpret document.

" . . . the Nation's finest force of citizen volunteers . . . "

d. Each unit inspection must be completed within 30 days of the inspection start. This prevents us from implementing a lower-impact, long-term inspection program.

2. To minimize the impact of this revised subordinate unit inspection program on both the wing headquarters and units, I am implementing the following plan.

a. The inspection schedule contained in paragraph 1b above will be followed. This schedule is very tight, and there are severe sanctions for failure to complete inspections within the time frames required by reference (a). This schedule will not be modified without my explicit approval.

b. Unit commanders will perform a self-inspection. They will compile written proof of compliance for all required tabs and items. Units are relieved of responsibility for any items contained in tabs C-1 Emergency Services, C-2 Counterdrug, C-3 Operations, C-4 Aircraft Management, and D-10 Drug Demand Reduction, as these functions are wing responsibilities in National Capital Wing.

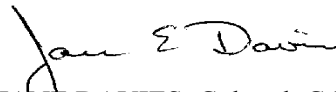
c. The results of the completed self-inspection will be provided to the wing inspector not later than the first Tuesday of the month their unit inspection is scheduled. Review of the self-inspection book by the wing inspector will initiate the subordinate unit inspection.

(1) Failure to submit complete and adequate self-inspection documentation by the date specified in this memorandum will automatically invoke the sanctions of Reference (a) paragraph 11b: *"Any unit that exceeds 27 months without a completed SUI will be prohibited from participating in any CAP activities until an SUI is completed."*

d. Within 30 days of receipt of the self-inspection book, the wing inspector, with representatives of Safety, Finance, Logistics, and any other office deemed necessary by the inspector, will conduct an inspection visit to the unit to resolve any unclear items and perform any necessary on-site inspections. Reference (a) paragraph 11g mandates inspection of these Major Emphasis Items (MEIs): flying and ground safety programs; flying and flight release; maintenance and condition of aircraft.

e. Within 14 days of the inspection visit, the inspection team members will provide their draft reports to the wing inspector. The inspector will publish the official inspection report not later than 45 days following the completion of the inspection.

3. This memorandum supersedes any previous inspection schedule for National Capital Wing units. Direct any questions to the wing inspector, Lt Col Ken Laursen at e-mail ken@laursen.com.



JANE DAVIES, Colonel, CAP
Commander
National Capital Wing